

**Broadfording Christian Academy  
Pre-School and Elementary**



**Student-Family Handbook  
2011-2012**

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Dear Parents and Students,

Welcome to Broadfording Christian Academy! We are happy that you have chosen to become a member of our school family. We hope that you will feel at home at BCA and that you will stay for a very long time!

One of the greatest privileges we as educators have is to assist you in teaching your child and watching the growth that results from learning. Scripture tells us, "And Jesus grew in wisdom and stature, and in favor with God and men." (Luke 2:52, NIV) This is our goal for each child at BCA: to grow in wisdom (academically), in stature (physically), in favor with God (spiritually), and in favor with men (socially). We will use God's Word to guide us in accomplishing this goal. This means that God's Word and His truths will be incorporated into every lesson, and will guide the decisions that we make all day long. We want our students to see that following Jesus is not just for Bible class or chapel; it is a way of life.

In order for learning to happen, certain rules and standards must be in place. Our teachers want to find the balance between holding students responsible for the poor choices they make and commending them for the good ones. One of the ways we hope to accomplish this is through our common school rules which we refer to as ROAR! It is our hope that this will promote a learning environment that is nurturing, safe, and supportive of all students.

If we are going to accomplish all we're setting out to do, it is imperative that you join us. We need you on our team! Continuous communication between and among parents and students that is clear, consistent, and specific is one of the keys to a successful and safe environment, where academic excellence prevails. This handbook has been created to inform parents and students of the policies, expectations, and services that directly pertain to our pre-school and elementary programs. If we can assist you in any way, please do not hesitate to contact us.

We are looking forward to a great year!

Sincerely,

Mrs. Christy Spicer  
Elementary Principal



### Contact Information

School Address: 13535 Broadfording Church Rd. Hagerstown, MD 21740  
Phone Number: 301.797.8886  
Fax Number: 301-797-3155

Web Address: <http://www.broadfording.com>

Mr. R. William Wyand	Superintendent/Administrator
Mrs. Christy Spicer	Elementary Principal/HOPE Program Director
Mrs. Linda Higgins	Home School Coordinator
Mrs. Lisa Haldeman	School Secretary
Mrs. Patty Crutchfield	Registrar, Finance
Mrs. Janet Croson	Health/Medical Technician

### Daily Schedule

6:30 – 8:15	Before Care for all students in fellowship hall (extra fee charged)
7:55 – 8:10 a.m.	Faculty/Staff Devotions
8:15 – 8:25 a.m.	Classrooms are open and students prepare for the day
8:30 a.m.	Classes begin
3:20 p.m.	School dismissal
3:30 – 6:00 p.m.	Extended care for all students in fellowship hall (extra fee charged)

### BCA Statements

#### **Mission**

The mission of Broadfording Christian Academy is to provide an educational environment which enables students to strive for excellence in academics and in their personal relationship with Jesus Christ as they discover God's unique purpose and plan for their lives. Our purpose is to develop students who are **real**; that is, cultivating a **relationship** with Christ, becoming **equipped** for service to others, becoming **active** in using their gifts and talents for Him, and seeking a lifetime of **learning**.

#### **Non-Discrimination**

Broadfording Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletic and other school administered programs, nor in the hiring of faculty or administrative staff.

#### **Accreditation**

Broadfording Christian Academy is accredited by the following organizations:

- Association of Christian Schools International
- Middle States Association of Colleges and Schools

## **Statement of Faith**

We believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is inerrant and is our only rule in matters of faith and practice. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ. We believe in the vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit. We believe that salvation is by grace through faith, plus nothing, minus nothing, in the atoning blood of our Lord and Savior Jesus Christ.

We believe that this Statement of Faith is basic for Christian fellowship and that all born-again people who sincerely accept it and are separated from the world of apostasy and sin can, and should, live together in peace, and that it is their Christian duty to promote harmony among the Believers.

By sending your children to Broadfording Christian Academy, you are agreeing to have your children taught in a manner that reflects this Statement of Faith.

## **Family Commitment**

Broadfording Christian Academy's role is to provide an educational environment that is helpful in molding students to be Christ-like. Periodically, the atmosphere or conduct within a particular home may run counter to the Biblical lifestyle that the school teaches. BCA reserves the right, in such cases to refuse admission of an applicant or to discontinue enrollment of a student.

For children in grades K4-12, whose families are committed to personal faith in the Lord Jesus Christ and to a Christian world and life view, Broadfording Christian Academy is designed to provide a Christian education based on the authoritative and inerrant Word of God. Therefore, families joining our school fellowship agree to the following:

**If my child is permitted to attend Broadfording Christian Academy, I will acknowledge, support and agree to the following:**

1. To have my child trained according to the Statement of Faith and Mission of Broadfording Christian Academy.
2. To abide by the policy and rules stated in the School Family Handbook.
3. The school's right to place my child in the appropriate grade/classes.
4. The school's right to dismiss students who do not respect the school's spiritual and moral standards and who do not cooperate in the education process.
5. The school's right to require non-supportive and uncooperative parents to withdraw their children from BCA.
6. The school's right and responsibility to discipline according to school policy.
7. My responsibility as a parent for my child's education by supervising homework and keeping in regular contact with my child's teachers.

**In addition, I agree to the following:**

1. To support the school's activities through attendance and participation.
2. To support the school through prayer, volunteering and financial gifts.
3. The financial policy and all of the obligations stated therein.

**I give permission:**

- For my child to participate in scheduled field trips and school activities.
- For photographs of my child(ren) to be posted on the BCA website. I understand that if I, for any reason, change my mind, I can inform the BCA Administrator, preferably in writing, to ask that the photos be removed from the website.
- To the school authorities to take the following steps in the event that my child becomes ill or is injured while under school supervision:
  - Contact a parent of the student and follow the parent's instruction.
  - If the student's parent cannot be reached the student's physician will be contacted and his/her instructions will be followed!
  - If the student's physician cannot be reached, school personnel (with discretion) will contact a licensed and practicing physician and follow his/her instructions.

If, in the opinion of a licensed and practicing physician, my child needs medical or surgical services, which require my consent before being supplied, and I cannot be reached, I authorize, appoint, and empower the School Administrator or his designee, to furnish on my behalf, such written or oral authorization as may be required. Further, I release the Administrator, or his designees, the School Board, and Broadfording Christian Academy, from any liability that might arise from the giving of such authorization. It is my desire that my child be furnished with medical and/or surgical services as soon as reasonably possible after the need arises.

## **I. Communication**

### **Assignment Sheets/Wikipages**

Each pre-school and elementary teacher maintains a wikipage with important class information. The weekly assignment sheet, which outlines the lessons for the week, spelling lists, Bible verses, test/quiz dates, and other announcements are included. Check the wikipage weekly to be up-to-date and informed of classroom happenings.

### **Bulletin**

Each month a BCA School Bulletin is placed on the school website. The Bulletin announces and highlights school events. Make sure you check the Bulletin each month. A small amount of Bulletins are printed and available in the Main Office for families who do not have access to the internet.

### **Calendar**

The BCA school calendar can be found on our website – [www.broadfording.com](http://www.broadfording.com). Dress Down Days, special events, days off, and other important information is included on this calendar.

### **Change of Address/Phone Number**

Parents are asked to inform the school office in writing if there are any changes to your contact information.

### **Conferences**

Parent-teacher conferences are scheduled for each family at the end of the first quarter. At this mandatory meeting, you will receive your child's first report card. If you wish to have a conference at any other time throughout the school year, please contact your child's teacher.

### **Contacting Teachers**

The preferred method for contacting classroom teachers is through the school email system. Each teacher's email address can be found on our school website – [www.broadfording.com](http://www.broadfording.com).

Each classroom has a telephone with a voicemail system for the teacher. If you call during school hours your call may be answered by the school office, or by the voicemail system. Please remember that teachers are often not available for phone calls during the day. If a return call is needed, the teacher will call during a planning period or at the end of the school day, whichever comes first.

Please do not contact teachers on their personal cell phones, either by calling or texting, or through Facebook.

## **Progress Reports**

At the mid-point of each quarter, progress reports are sent to the parents of any student have a grade of "C" or below in any academic subject. Some teachers choose to send a progress report for each student; your child's teacher will make this clear at the beginning of the year. Progress reports are sent through the U.S. postal service.

## **Report Cards**

At the end of each quarter, approximately every nine weeks, a copy of the report card will be sent home with students. The last report card of the year is mailed to you at home. Specific dates of when report cards are available are on the calendar on our school website, [www.broadfording.com](http://www.broadfording.com).

## **Take Home Folders**

Take Home Folders are sent home each week (different teachers may send them on different days) and contain vital information from the school and the classroom teacher. It can also contain samples of your child's work, assignment sheets, and other important information regarding your child's progress and needs. Look for these folders each week!

## **II. Discipline Plan**

An effective school climate is one that is nurturing, safe, and conducive to learning. In establishing a discipline policy, it is important to focus on encouraging students to make good choices and to accept responsibility for their behavior. While each classroom teacher may have specific rules that are different from other teachers, there are certain rules that we all must agree upon. Because of this, we have created some school-wide rules for common areas (hallways, cafeteria, restrooms, etc.). These basic rules spell ROAR – because that's what Lions do! This is how we ROAR: by showing Respect, by being Obedient, by keeping our Attitudes in check, and by being Responsible.

A series of different colored cards will be used to communicate to students if their behavior should remain the same or change. The colors are green, yellow, orange, and red. The meanings are as follows:

- Green – keep going; great!
- Yellow – slow down and think
- Orange – last warning; make a change
- Red – stop what you're doing

Consequences for different colored cards will be applied. In Grades 2-5, yellow and orange cards result in time missed from recess. Red cards, however, carry greater consequences. If a student earns one red card in a day, a parent will be notified by the classroom teacher and the problem-causing behavior will be explained and discussed. Earning two red cards in one day, or three or more red cards in a week, will result in the student being sent to the Principal's office. Parents will be notified and appropriate consequences will be determined. Serious offenses, such as cheating, fighting, bullying, etc., will result in an automatic trip to the Principal's office.

In addition to the "negative" cards student will earn for unacceptable behavior, "positive" cards (praises) will also be earned. Classroom teachers offer rewards and privileges for different levels of praises earned. At BCA we love to recognize our students for the good things they do and the positive qualities they possess!



### **III. Health Procedures**

In the case of an accident, the school provides only the basic kinds of first aid. The school is not permitted to administer any medication during the day unless written permission from a physician is on file in the Main Office. This includes over-the-counter items, such as cough syrup, cough drops, Tylenol, sunscreen, and chapstick. All medication is to be taken the office of the Medical Technician by the parent. All prescription medicine will require a Physician's Medication Form that can be obtained from the Medical Technician. Each RX needs a prescription label attached.

Parents are required to provide the school with their home and work telephone numbers so they can be contacted immediately in case of emergency. Please notify the school office of any change in telephone numbers, address, name of doctor, and emergency contact information.

If county personnel comes to BCA for vision and hearing tests during the school year, parents will be notified of any irregularities and if corrective measures need to be taken.

#### **Illness at School**

If a student is not well enough to remain in class, he or she will be sent to the office. If the student has a fever, has vomited, or has some other ailment which prevents him from staying in school, parents will be called and arrangements will need to be made for the student to be picked up.

#### **Returning to School**

Students who have been sick, need to be fully recovered for 24 hours before returning to school. This means 24 hours without a fever, without vomiting, without diarrhea, etc. For illnesses such as Pink Eye, medication must be in the system for 24 hours before returning to school.

#### **Incident Reports**

While we hope that no one is injured at school, accidents do happen. When a student is injured to the point of a bruise or swelling, an incident report will be completed by the adult in charge at the time. Parents will be notified of the accident by phone. The incident report will be sent home and must be signed and returned; it will be placed in the student's file in the main office.

## **IV. Policies**

### **Attendance & Absences**

The attendance policy of Broadfording Christian Academy recognizes the following as acceptable reasons for absence from school.

1. Sickness
2. Death in the immediate family
3. Dentist, doctor, or other health appointment.
4. Court summons
5. Family emergency – must be specified in a note to determine if it qualifies
6. Inclement weather – determined by school administration if it qualifies
7. Other emergency or set of circumstances which, in the judgment of the Administrator or his designee, constitutes a good and sufficient cause for absence from school.
8. An educational trip – can be excused provided that parents seek approval prior to the dates of departure and briefly state the educational value of such a trip. A 'Request for Approval of an Educational Trip' form must be completed and turned in for administrative approval prior to the trip.

When a student is absent or tardy for any reason, he or she must first report to the office with a note from parents clearly stating the reason for the absence or tardiness. The students will receive an admit slip that he or she will take to the classroom teacher.

If the note is forgotten, it must be brought to school the following day; the note may also be emailed to the classroom teacher. If there is no note within two days after the student returns to school following an absence, the absence will be unexcused.

### **Unexcused Absences**

When a student's absence is deemed unexcused by school administration, the student must complete any missed class work, however, only partial credit may be given. If a student reaches three (3) unexcused absences, consequences apply. See the full BCA Student-Family Handbook.

### **Tardies**

Students are expected to arrive on time and be prepared for class to begin at 8:30 a.m. Admittance to class for all students (pre-school through grade 5) arriving after this time is only with a pass from the Attendance Secretary. Parent verification is required. When arriving late, please care for lunch orders before coming to the classroom.

Acceptable reasons for being tardy to school include:

1. Medical appointments (a slip from the medical office is required)
2. Vehicle problems, breakdowns, accidents, etc.
3. Inclement weather – as determined by the Administration
4. Other excuses determined acceptable by the Administration

Consequences for excessive unexcused tardies are listed in the full BCA Student-Family Handbook.

## **Early Dismissal**

Students leaving early must provide the Main Office with a written, dated and signed note from a parent/guardian specifying the reason for early dismissal. Acceptable reasons include medical/dental appointments and others deemed appropriate by the Administration. This notice is to be presented to the Main Office before the school day begins. Students with an early dismissal are to be picked up by a parent or legal guardian. The parent/legal guardian must sign the child out in the Main Office; office staff will call the classroom for the child to be dismissed at this time. In order for a child to be picked up by a person other than the child's parent or legal guardian, the school must have the granting of permission for such person in writing and signed by the person that has legal responsibility for the student.

\*\*Arrival after 10:30 a.m. = one-half day absent

\*\*Dismissal before 11:30 a.m. = absent entire day

\*\*Arrival after 12:49 p.m. = absent entire day

\*\*Dismissal before 1:30 p.m. = one-half day absent

A student must be in school by 12:30 p.m. in order to participate in any activity that day.

Students remaining after school in extended care must be signed out by a parent (or other person as designated on the authorization pick-up form).

## **Missed Work**

When class work missed due to an absence, the following rule will be followed: for every one day missed, the student has two days to complete the work. For example, a student who is absent for one day has two days to turn in missed work. Extending the time allowed for making up work is at the discretion of the teacher.

Parents wishing to pick up a student's work on a day he or she is absent should contact the school by noon. Contact the Main Office, email the teacher, or use the school voicemail system. Please do not contact teachers on their personal cell phones, either by calling or texting, or through Facebook. If a sibling will be getting the work at the end of the day, please let the teacher know by noon.

## **Cell Phones/Electronic Devices**

Cell Phones should not be turned on during the school day. Violation of this policy results in the cell phone being taken away for day. It will be kept in the Main Office until the end of the day where it can be picked up by a parent. No other electronic devices should be brought to school.

## **Dress Code**

The purpose of the dress code at BCA is to create an environment that promotes the development of character qualities necessary for successful involvement in a non-Christian society. As such, our dress code reflects genuine concern for the following:

- Modesty
- Safety
- Hygiene
- Appropriateness
- Moderation and Balance

- Biblical morality
- Christian unity

We cannot anticipate changes in styles that occur during the school year, nor can we list every clothing item that is unacceptable. BCA reserves the right to make clarifications and changes in dress code policy during the school year that are in accordance with the above standards. The school administration will make the final decision in all matters of dress and personal appearance. However, the information provided in this section will provide the basic guidelines of the BCA dress code policy.

Because of the differences in the school day at different age/grade levels, different policies apply. Please read carefully.

## **Pre-School – 1st Grade**

Students should dress neatly and modestly. Clothing should be comfortable and conducive to sitting on the floor, playing on the playground, and participating in Gym class. It should not be too tight or too loose. Please make sure your child is wearing clothing that he or she can manage (snaps, buckles, buttons, etc.).

### **All Students in Pre-School through 1st Grade**

- Students should wear clothing that is easily managed in the restroom.
- No “onesies” or other shirts that snap underneath.
- Belts without buckles (Velcro or other closures that students can manage)
- All shoes must have a back.
- Tennis shoes are required on Gym days.
- No crocs.
- No pajamas.

### **Girls**

- Girls may wear pants, skirts, or dresses. If dresses are worn, shorts, leggings, or tights must be worn underneath.
- Earrings may be worn. Piercings on other parts of the body are not acceptable, nor are visible tattoos.

### **Boys**

- Boys may not wear earrings or necklaces. Piercings on other parts of the body are not acceptable, nor are visible tattoos.
- Boys' hair must be masculine in appearance and avoid extreme fads (no Mohawks).

\*Note: See “Haircut Warnings” below.

### **Pre-School – Ages 2-3**

- Wear clothing that is easy for assisting students in the restroom
- No diapers or Pull Ups
- No belts
- No bib overalls
- No shirts that snap underneath (onesies)

## Grades 2 – 5

As students progress into the upper elementary grades, the dress code more closely resembles the policy for secondary students. Stricter guidelines apply.

### Girls

- Girls may wear skirts or dresses that come to the knee or below.
- Girls may also wear full length pants or slacks – no capris or crop pants – similar in style to docker-style or khakis (dress slacks). Girls in grades 2-5 may wear pants of any color; however they may not be low-rider/hip huggers, frayed, torn, or denim. They should be loose fitting.
- Girls may wear leggings under a knee-length dress or skirt. This is the only way leggings may be worn.
- Dresses and shirts must have sleeves.
- Shoes must be worn at all times.
- Sandals with a heel strap may be worn – no flip-flops or crocs.

### Boys

- Boys are to wear pants at the waistline. Cargo pants are acceptable.
- Pants must be off the floor, not frayed, tattered or have holes.
- Shoes must be worn at all times.
- No necklaces, neck chains or earrings are permitted on boys.
- Boys' hair must be masculine in appearance and avoid extreme fads (no Mohawks). Hair is not to touch the collar or any part of the eyebrow and should not extend past the top of the ear. Sideburns should be straight and should not extend beyond the bottom of the ear. (see haircut warning note below)

### Boys and Girls

- Clothing should not be tight or form-fitting.
- Undershirts and tank tops may not be worn alone.
- BCA t-shirts may only be worn on Dress Down Days.
- Hooded and non-hooded sweatshirts may only be worn in the classroom if they have no logo at all, a BCA logo or a college/university/team logo. No other logos or visible brand names will be permitted. Sweatshirts must be worn over a shirt that meets the dress code.
- Any writing or pictures on clothing must be no bigger than an index card – name brands and logos are fine as long as they meet the size requirement. Patterns are fine – plaid, stripes, repeated patterns.
- Military clothing is not acceptable for the school day.
- Coats and jackets may not be worn in classrooms.
- Hats, sunglasses, sweatbands, kerchiefs, or other head coverings may not be worn in buildings (unless a special even allows otherwise or unless requested in writing by the student's pastor for religious reasons and approved by the Administration).
- Clothing, shoes, book bags, etc., but be free from distractions such as flashing lights or audible noises.
- Extreme fads are unacceptable.

## **Dress Down Days**

All dress code policies apply, however, students may wear:

- Jeans without fraying, tears or holes
- Capris and crop pants, as well as Bermuda shorts (Aug./Sept. and April/May)
- BCA t-shirts or sweatshirts
- Shirts with sleeves – pictures and words are permitted on Dress Down Days

## **Dress Code Violations**

When a student is dressed immodestly, parents will be called and informed of the problem. The student may be allowed to change into modest clothing or may wait in the office until acceptable clothing can be found. If the violation is periodically repeated, parents will be notified of the problem and asked to remedy the situation.

## **Haircut Warnings**

When a student does not meet the haircut standard, a haircut warning will be given. The student will then have three days to get an acceptable haircut. If the hair is still unacceptable after three days, the student will be fined \$10.00 for each subsequent day until the hair is cut according to the BCA dress code. After three consecutive days of paying the fine, the student will not be permitted to return to school and the absence will be unexcused.

**Note: The school administration will make the final decision in all matters of dress and personal appearance.**

## **Fruit Break**

Pre-School and Elementary students will have a fruit break each morning. Please send a healthy snack with your child. Classroom teachers will specify acceptable snacks in their back-to-school information.

## **Gifts and Invitations**

If you wish to celebrate your child's birthday at school, please contact the classroom teacher and arrange a day to do this. Snacks, such as cupcakes, may be sent to school and they will be shared with the class at lunch time, or at another time arranged with the classroom teacher. Please send enough for the whole class and ask about any food allergies.

Birthday or other party invitations will only be distributed at school if every student in the class is invited (or all girls/all boys). Invitations must be given to the teacher; students should not pass them out without first checking with the teacher. If you do not wish to invite everyone, please send invitations through the mail.

Gifts are not to be exchanged at school unless organized by a classroom teacher.

## **Parties at School**

Throughout the year parties are scheduled by classroom teachers. Holidays typically celebrated with parties include Harvest, Christmas, Valentine's Day, and Easter. End-of-year parties are also held. Parents are asked to provide food for class parties, and volunteers are asked to assist.

If cards are exchanged for Valentine's Day, each student should bring cards for everyone in the class. Home school students are welcome to attend class parties; please keep this in mind when planning the amount of cards needed.

## **Visitors to School**

All visitors (volunteers, parents, and general visitors) to the school during school hours must sign in at the Main Office and receive a visitor's badge. They must also sign out before leaving. If you need to bring something to school for your child (lunch, gym clothes, musical instrument, book, etc.), please bring it to the Main Office; please do not go directly to a classroom during school hours.

We ask visitors to recognize our 8:30 a.m. start time and 3:20 p.m. dismissal time and not be in the classroom during the school day unless working as part of the BCA volunteer program. This will allow teachers and staff to stay on schedule and be properly prepared for the school day and their responsibilities with the students.

Parents and students should not congregate in the office area during school hours out of respect for the responsibilities of our office staff. The office is an incredibly busy place. Please refrain from social visits during school hours.

## **v. Services**

### **Academic Interventions**

BCA offers interventions for students who are struggling in the classroom. If you have concerns about your child's academic progress, begin by talking with the classroom teacher. Teachers have a Referral Process to follow, and part of it includes a team meeting including parents, classroom teacher, and an intervention teacher. We will work together to determine if testing is necessary and which, if any, interventions are appropriate.

Each fall, we screen all of our Kindergarten and First Grade students using Search & Teach®, part of the NILD services offered at BCA. Parents of students demonstrating a need for services are contacted for a conference.

All interventions require additional tuition.

### **Cafeteria**

BCA offers hot lunches every day of the school year. A menu is sent home at the beginning of the year which gives the Daily Special for each day of the year. A la carte items are also available. Lunch orders are to be completed and turned in each day as part of the morning routine. Procedures regarding lunch orders vary with different grade levels; classroom teachers will send information regarding this at the beginning of the

school year. To save time at school, lunch order forms can be printed and completed at home. They are on the school website, [www.broadfording.com](http://www.broadfording.com), under "resources" and "BCA forms".

### **Extended Care**

Before- and after-school care is available in the church fellowship hall. Students may arrive as early as 6:30 a.m. and stay as late as 6:00 p.m. Students arriving at school before 8:15 a.m. should report to extended care until classrooms open. At 3:30 p.m. any students remaining at school will be taken to extended care to ensure their safety and to allow classroom teachers to work in their classrooms without the need to care for students.

All students must abide by extended care rules and follow the directions of extended care staff. Any students who are not able to do this will need to accept the consequences of their behavior, which usually includes a lunch detention and note sent home the following school day. Our extended care staff has created a schedule that balances the need for students to have free time, but also time to work on homework. Students are expected to respect extended care staff, and parental support is necessary. Occasionally, if excessive behavioral issues are experienced, students are suspended from extended care. Please help us avoid this unpleasant and inconvenient consequence.

### **Music Lessons**

Individual music lessons are available at BCA for an additional fee. The music teacher and the classroom teacher will determine the best time for the lesson in an effort to minimize missed instruction. Class work that is missed due to music lessons will need to be made up.